Shivashish Kumar

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# Career Objective

*Being a professional to set new standards of performance and contribute towards the achievement of organizational objectives.*

# Professional Experience

**MSN & Associates (Present) Manager-Tax & Regulatory**

**Ernst & Young (November’ 2013- October’ 2014) Tax Consultant**

**MSN & Associates (August’2010- October’2013) Intern**

**List of Clients and Assignments/Work Handled**

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| --- | --- | --- |
| Client Name | Assignments/Work Handled | Industry and Turnover |
| **Sahu Exports** | Indirect Tax Compliances | Exporter-Garments  More Than 150 Crores |
| **VTC Tradewings Private Limited** | Indirect Tax Compliances | Trader Wholesaler  More than 200 Crores |
| **Alchemist Life science Limited** | Indirect Tax Compliances, Statutory & Tax Audit, Financial and Annual Report, Payroll | Pharmaceutical  More Than 10 Crores |
| **Billion Venture International Private Limited** | Indirect Tax Compliances, RBI compliances. | Trader-Importer(Cosmetics)  More Than 10 Crores |
| **USP Trading and Manufacturing Limited** | Indirect Tax Compliances | Interior Designing Project  More Than 10 Crores |
| **NPCC(PSU)-Specific Project** | Indirect Tax compliances | Construction Contracts  More than 1000 Crores |
| **Sony India** | Tax Compliances | Trader-Importer(Electronics)  More Than 1000 Crores |
| **Fresenius Kabi Oncology Limited(Dabur Pharma)** | Tax Compliances | Manufacturer- Pharmaceutical  More Than 400 Crores |
| **Shiva Jan Jagran Avam Kalyan Samiti** | Financial & Annual Report and Tax compliances, Certifications | NGO, Government Grant More Than 5 Lacs |
| **Creative Capital Services Limited-NBFC** | Tax Compliances | Non Banking Finance Co.  Interest & Dividend 10 Crores |
| **United Villages Networks Private Limited** | Indirect Tax Compliances | Trader Wholesaler (FMCG)  2-3 Crores |
| **Khanna Jewels Co.** | Indirect Tax compliances, Tax Audit | Trader-Online(Jewellery)  2-3 Crores |
| **Individuals** | Tax compliances. | Salaried and Self Employed |

**Taxation:**

Sales Tax/VAT

* Sales Tax Registration under Delhi VAT & Haryana VAT and amendments thereafter (Form-50, 7, etc).
* Visiting department for getting issued various forms (Form-C, Form-E, Form-H, etc).
* Sales tax Refunds.
* Drafting replies for litigation under the Delhi VAT Act, 2005.
* Making computations, giving tax advisory, filling returns (quarterly), DP-1, Stock Statement, etc.

Service Tax

* Service Tax Registration online & manually and amendments thereafter (Amend Form ST-1).
* Visiting department (in Delhi and Ghaziabad) for getting passed the applications, etc.
* Making computations, giving tax advisory, filling returns half yearly through department utility.

Custom duty

* Import Export code registration.
* Documenting Bill of Entry, Bill of lading, etc for submission with bank for making foreign remittances.
* Calculation of Opportunity losses on late submission of bills with bank for Export Receipts.

Income tax & TDS

* Tax Audit u/s 44AB in department utility and software, e-filling made mandatory from AY 13-14.
* Drafting replies of Scrutiny Cases U/s 143(3) under the Income Tax Act, 1961 for refund purposes.
* Computation of Income Tax, MAT, Advance tax etc. and filing of Income Tax Returns.
* Filling of online Rectification U/s 154.
* Giving withholding tax advisory(on rates (domestic & DTAA), sections, notifications, etc)
* Filling returns and issuing TDS certificates both salary and non salary quarterly.
* Drafting replies for demand, show cause notices, Intimations under the Income Tax Act, 1961.
* TAN Registration online & manually and amendments thereafter.

**Financial & Annual Report**

* Preparation of Annual Report of companies/Firms/Trust incorporating Balance Sheet, Profit and Loss Account, Notes to Accounts, Board Report, Auditors Report, in MS Excel.
* Preparing of Notes to Accounts with all the relevant disclosures required by Law(Act, AS, etc)

**Statutory Audits:**

* Preparation of Audit Schedule & Program for the audit teams & ensuring the proper execution.
* Preparation of Standard Operating Procedure (SOP) for Finance, Accounts, Store department.
* Studying the Internal Control System (for Debtors, Creditors, Stock, etc) through Audit processes, discussing the findings with the management and recommending corrective measures thereon.
* Ensuring that the Financial Statements are in compliance with the Schedule VI, CARO, 2003.
* Statutory compliances under the different Acts, like Income Tax Act, Companies Act, PF, ESI, etc.
* Ensuring that the Financial Statements complied with disclosure requirements.
* Qualification in Independent Auditors report, Internal Auditors report and reason thereof.

**RBI Regulations and Banking:**

* Reporting the receipt of consideration with RBI for issue of shares/debentures under FDI scheme.
* Valuation of shares on the basis of DCF method for reporting to RBI.
* Checking the KYC requirements of customers as per RBI guidelines.
* Following Bank for providing FIRC certificate.

**Finance and Communication:**

* Preparation of Projected Balance Sheet for loan financing.
* Monthly reporting of Actual results with the Budgeted figures provided by management with detailed bifurcation of each expense.
* Professional/Formal Email Writing using Outlook and Lotus Notes.
* Meeting with Company/Partnership/Trust management, Individuals and providing consultancy.
* Representation before the tax officers in Various Tax Departments.

**Payroll:**

* Preparation of monthly payroll (incorporating the EPF, ESI calculations Salary Slips, EPF challan).
* Preparation of annual employees salary computation (incorporating the deductions, leave encashment. etc for tax calculation and TDS filling, verifying of reimbursements vouchers).
* Preparation of Bank letters and working on agreements for direct remittance to salary accounts.

**Accounting/Book Keeping:**

* Preparation of Books of Accounts both in Tally ERP 9 and 7.2, Busy, APPS & MS Excel directly.
* Monthly Bank Reconciliation Statements both in Tally ERP 9 and 7.2 & in MS Excel.

**ROC Secretarial Compliance Work:**

* Company incorporation and amendments in Principal documents (Form-5, Form-4, etc).
* Annual Returns of companies.
* Visiting department (in Delhi) for getting passed the name approval objections, etc.

# Educational Qualifications

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| --- | --- | --- |
| **Course** | **Institute / Board** | **Year** |
| CA Final-**First Attempt** (Both Groups) | Institute of Chartered Accountants of India | May. 2013 |
| CA IPCC-**First Attempt** (Both Groups) | Institute of Chartered Accountants of India | May. 2010 |
| B.com(Hons.) | Delhi University | 2012 |
| CA CPT**-First Attempt** | Institute of Chartered Accountants of India | June. 2009 |
| Senior Secondary | CBSE | 2009 |

# Sports and Curricular Activities

* + - * Gold medalist in Ist Delhi State Tenshinkan Karate championship.
      * Participated in Inter Societies tournament(Cricket, Table Tennis, Karate, etc)

# Technical know-how

* Certificate in “Information Technology Training Program” of ICAI.
  + - * Certificate in “General Management and Communication Skills Course” & “Orientation Course”.
      * Working knowledge of MS-Office (word, excel, power-point) and Email (Outlook & Lotus Notes).

# Personal Minutiae

* Date of Birth : 13th May 1992
* Languages(Speak, Read &Write): English & Hindi
* Hobbies : Listening music and Playing Cricket
* Marital Status : Unmarried